

**Guidance and Instruction
Pollution Prevention Operations Center (PPOC) /
Hazardous Material Control Center (HMCC) Operating Procedures**

1. PURPOSE AND SCOPE:

The procedures described in this document are mandatory for all units and activities formally inducted into the Hazardous Materials Control Center (HMCC), Fort Campbell, Kentucky. The purpose of this program is to enhance combat readiness, establish regulatory compliance and inventory management procedures for all hazardous materials used during industrial work processes at Fort Campbell. This is achieved by establishing single point control and accountability over the requisitioning, receipt, distribution, storage and disposal of hazardous materials and wastes.

2. REFERENCES:

- a. 29 CFR, Occupational Safety and Health, Part 1910
- b. 40 CFR, Protection of The Environment, Part 260-280
- c. 49 CFR, Transportation, Part 171-178
- d. TM 38-410, Storage and Handling of Hazardous Materials
- e. DOD 4140.27-M, Shelf Life Item Management
- f. FED Standard 793, Depot Storage Standards
- g. Cam Reg. 385-6, Fort Campbell Hazard Communication Standard
- h. AR 710-2, Supply Procedures
- i. NFPA Rule 30,
- j. Fort Campbell Environmental Handbook
- k. Cam Reg. 200-1, Installation Environmental Strategy Plan

3. DEFINITIONS, ACRONYMS AND APPENDICIES:

- a. Definitions. (Refer to Appendix A)
- b. Acronyms. (Refer to Appendix B)
- c. Commanding General's policy statement. (Refer to Appendix C)
- d. HAZMAT Sign out sheet. (Refer to Appendix D)
- e. Quality Improvement Suggestion Form. (Refer to Appendix E)
- f. Material Safety Data Sheet Request Form. (Refer to Appendix F)

4. GENERAL:

This operational guide provides the user with detailed guidance, instruction and information pertaining to PPOC/HMCC policies and procedures.

5. RESPONSIBILITIES:

- a. Unit/activity personnel responsibilities include:

- 1) COMMANDER/DIRECTOR

- a) Commanders/directors are responsible for overall management of work area hazardous material storage sites.
 - b) Commanders/directors will appoint in writing a HAZMAT Custodian and alternate for each sections hazardous material storage site.
 - c) The commander/director will ensure that all excess Secondary Containment Units (SCU) and Flammable Storage Lockers are turned in to the Environmental Division.

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2) ENVIRONMENTAL QUALITY OFFICER

- a) The Environmental Quality Officer (EQO) will establish the unit/activity GSL through coordination with the commander/director and the PPOC/HMCC.
- b) The EQO is responsible for establishing and maintaining the unit hazard communication program IAW Tab 21 Section 1 of the Fort Campbell Environmental Handbook.
- c) The EQO is required to coordinate with the UMO to obtain HAZMAT that is required to support training exercises.
- d) The EQO is responsible for completing monthly environmental assessments IAW Tab 5 of the Fort Campbell Environmental Handbook.
- e) The EQO or HAZMAT Custodian will be the point of contact for PPOC/HMCC personnel. All requests for HAZMAT must be forwarded through the EQO or HAZMAT Custodian, i.e., adding a new item, raising the quantity level of on hand stocks, etc.

3) HAZMAT CUSTODIAN

- a) HAZMAT Custodians will control access to hazardous material storage areas and ensure storage areas are secured when not in use.
- b) The EQO or HAZMAT Custodian will be the point of contact for PPOC/HMCC personnel. All requests for HAZMAT must be forwarded through the EQO or HAZMAT Custodian, i.e., adding a new item, raising the quantity level of on hand stocks, etc.
- c) HAZMAT Custodians will ensure chemical sign in/out logs are properly completed.
- d) HAZMAT Custodians are responsible for coordinating changes to the GSL.

4) UNIT/ACTIVITY PERSONNEL

- a) Unit/activity personnel must utilize HAZMAT sign out sheets when removing materials from approved storage areas.
- b) Unit/activity personnel will return serviceable chemicals to storage areas when not in use or by the end of the duty day. Contaminated items and empty containers will be placed in designated return/disposition areas.
- c) Unit/activity personnel are required to develop and maintain a Site Specific Contingency Plan IAW Tab 17 of the Fort Campbell Environmental Handbook.

b. PPOC/HMCC PERSONNEL RESPONSIBILITIES

- 1) Requisition, Receipt, Storage and Issue of hazardous materials.
- 2) Developing demand histories for PPOC/HMCC customers to ensure adequate, but minimum, stocks of HAZMAT are maintained.
- 3) Providing direct service to HAZMAT storage areas, i.e., restocking, etc.
- 4) Performing quality assurance/serviceability screening on all incoming HAZMAT to ensure a serviceable product is delivered to each storage area.
- 5) Implementing and maintaining DOD shelf-life management procedures on all HAZMAT, including materials located in PPOC/HMCC customers work areas.
- 6) Assist in establishing and maintaining hazardous waste satellite accumulation points (SAP), and used oil/recyclable fuel storage areas, as required.
- 7) Removal of all empty containers and contaminated materials from designated return/disposition areas.
- 8) Disposal of all hazardous/non-hazardous waste and recyclable materials provided by the PPOC/HMCC in accordance with the Fort Campbell Environmental Division, including: containerization, labeling, and preparing turn in documentation.
- 9) Performing monthly compliance assessments and reporting deficiencies to the EQO.
- 10) Assisting with Material Safety Data Sheets (MSDS), Site Specific Contingency Spill Plans (SSCSP), and replenishment of spill kit materials.
- 11) Introducing environmentally safe/user friendly products into the work area.

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12) Developing and implementing HAZMAT source reduction methods and hazardous waste minimization efforts.

c. PPOC/HMCC personnel are available upon request for training on policies and procedures.

6. INSTRUCTION:

a. GARRISON REQUIREMENTS:

1) Sign Out Procedures. The following procedures will be followed.

- a) Sign for products removed from the shelves. Use the Sign out sheets provided by the PPOC/HMCC to sign for each product removed. Products must be returned to the shelves by the end of the duty day (Refer to Appendix C).
- b) Enter the rank and name of the person signing for the product.
- c) Enter the shop or unit to which this individual is assigned.
- d) Enter the NSN of the product. If the product does not have an NSN, enter the name of the product.
- e) Enter the locker number and then the number on the shelf (i.e. 1-5 or 6-2).
- f) Enter the date the product was signed out.
- g) Enter the number of containers signed out.

2) RETURN OF SERVICEABLE HAZMAT

- a) Return products to the location on the Sign-out sheet and sign the products in.
- b) Enter the "Quantity Signed In" and the "Quantity Consumed" (the sum of these columns is equal to the "Quantity Signed Out").
- c) Place empty containers in the return/disposition locker.
- d) New product is issued on a one-for-one exchange only. Partially full containers and containers that are still usable should be returned to the shelf location indicated on the sign-out sheet.
- e) POL containers should first be drained by approved methods and then placed in the return locker.

3) RETURN LOCKER PROCEDURES

- a) Return/disposition lockers/areas are intended for the return of contaminated materials and empty containers. All materials placed in these lockers must be identified by the generator (unit) and marked accordingly for disposition and/or disposal. Other "excess" HAZMAT products (products the unit wishes to turn in) may also be placed in the return/disposition locker/area for collection or disposal.
- b) Do not place batteries or compressed gas cylinders in the return/disposition locker or area. See your unit/activity HAZMAT representative for turn-in and disposal of these items. Containers must be closed with a lid that will prevent a release of the material in the event the container is turned over.
- c) PPOC/HMCC personnel will service the return/disposition as required.

4) RESTOCKING PROCEDURES

- a) HAZMAT storage lockers/areas will be restocked as needed by PPOC/HMCC personnel.
- b) Materials will be replenished on a one for one exchange based on return of empty containers.
- c) Additional HAZMAT needs should be coordinated between unit/activity HAZMAT representatives and PPOC/HMCC personnel.

5) SPECIAL HAZMAT REQUIREMENTS

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- a) Units/Activities must notify the PPOC/HMCC for all special needs/requests. These requests will be handled on a case by case basis.
- b) One time use, unscheduled maintenance and requirements for corrosive materials must be coordinated through the PPOC/HMCC.
- c) The Unit/activity may be required to provide transportation if the material is needed for immediate use.

b. HAZMAT CONTINGENCY REQUIREMENTS:

- 1) All units formally inducted into the PPOC/HMCC program will have a 30-day contingency stock of hazardous materials once a base line demand history is developed. This product will be available for training exercises and deployments. PPOC/HMCC personnel will maintain HAZMAT contingency stocks in Building 5133, located within the Pollution Prevention Operations Center (PPOC) at 2nd Street & Wickham Avenue. This stockage level will be established by both unit and PPOC/HMCC personnel. PPOC/HMCC personnel will ensure that contingency stocks are properly stored, rotated, and DOD shelf-life procedures are followed.
- 2) Training. All Unit Movement Officers (UMO's) must receive training by the PPOC/HMCC contingency manager. This facilitates standardization within the division and assures smooth and timely receipt of contingency stocks.
- 3) Documentation. The PPOC/HMCC contingency manager will develop a HAZMAT contingency stock folder to be maintained by the deploying unit and returned to the Contingency Facility upon recovery. HAZMAT contingency stock folders will consist of the following sections:
 - a) PPOC/HMCC Points of Contact. A list of PPOC/HMCC personnel that may be contacted for assistance and their phone numbers.
 - b) HAZMAT Contingency Stock Guidance. A copy of TAB 21, Fort Campbell Environmental Handbook, outlining the procedures for requesting, issuing, storing and returning of HAZMAT contingency stock.
 - c) War Stockage Level (WSL). A list of the units contingency stock. Only HAZMAT on this list can be requested for issue. Any additions or deletions from this list must be coordinated through the UMO and PPOC/HMCC personnel.
 - d) HAZMAT Contingency Request Form. An example of the HAZMAT Contingency Request Form properly filled for the request contingency stocks.
 - e) HAZMAT Sign IN/OUT Sheets. Sign in/out sheets to be used by unit personnel for the issue and return of HAZMAT while on deployment. The proper use of this form is critical for accurate data collection such as demand history. This unit responsibility once HAZMAT contingency stock leaves PPOC/HMCC possession.
 - f) LOCAL EMERGENCY Points of Contact. A list of personnel and phone numbers to contact in the event of a HAZMAT emergency.

4) ISSUING INSTRUCTIONS FOR TRAINING EXERCISES

- a) The EQO, HAZMAT Custodian and UMO will ensure that the garrison HAZMAT stocks are not utilized for deployments.
- b) All units are required to notify the HAZMAT Contingency Facility 7 working days prior to deploying on scheduled exercises, i.e. local FTX, JRTC, NTC, etc.
- c) Units requesting support are to provide the following information:
 - NAME of UNIT / ACTIVITY
 - TYPE OF SUPPORT PACKAGE REQUESTED (7, 15, or 30 DAY)
 - LOCAL OR OFF POST DEPLOYMENT
 - MODE OF TRANSPORTATION

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- d) Upon notification the HAZMAT Contingency Facility will schedule a pick-up time for the requesting unit/activity and package all HAZMAT in accordance with transportation regulations if necessary.
- e) The requesting unit will be required to sign for contingency stock upon receipt. A Material Safety Data Sheet (MSDS) package, HAZMAT Contingency Stock Folder and any other equipment the PPOC/HMCC has available, (i.e. used oil containers, secondary containment units, etc.) will be issued at the time of pick-up.
- f) While on deployment, it is the unit's responsibility to maintain contingency stock and support materials. This is to ensure that materials are stored out of adverse weather conditions and to prevent accidental spills or releases into the environment.

5) RECOVERY OF HAZMAT

- a) After returning to garrison, unit personnel must contact the HAZMAT Contingency Facility within 72 hours to coordinate turn-in of unused hazardous materials, empty containers, contaminated materials, and all documentation including the 6 Part Folder and MSDS's.

NOTE: RETURN OF EMPTY CONTAINERS AND CONTAMINATED MATERIALS ARE ONLY APPLICABLE FOR LOCAL TRAINING EXERCISES. UNITS ARE TO FOLLOW HOST INSTALLATION DISPOSAL GUIDANCE WHEN DEPLOYING AWAY FROM FORT CAMPBELL.

- b) PPOC/HMCC personnel will assist units with the disposal of waste products generated during installation training exercises.
- c) After completing turn-in procedures, PPOC/HMCC Technical Inspectors will inspect returned stock for serviceability and ensure replenishment of contingency supplies.

6) ISSUING INSTRUCTIONS FOR REAL WORLD SITUATIONS

- a) The PPOC/HMCC recognizes the importance of the real world mission that the 101st Airborne Division (AASLT) performs. The very limited time constraints are recognized and provided for in the following procedures.
- b) The PPOC/HMCC will be notified through the Division Emergency Operations Center. The PPOC/HMCC supervisor will maintain and constantly carry a pager for notification by the division.
- c) PPOC/HMCC personnel are on standby for emergency contingency operations.
- d) The unit will load their GSL as their initial 7-day supply of contingency stocks. It is a UMO responsibility to ensure that all shipping requirements are met. Including but not limited to proper packaging, marking and placards.
- e) The unit contingency supplies will be made available for pickup from the PPOC/HMCC/HAZMAT Contingency Facility. The priorities provided by division HQ will be strictly adhered to in the preparation of stock for deploying units. It is a unit responsibility to maintain their HAZMAT when deployed. All applicable local guidelines and regulations must be followed regarding storage, transportation, use and disposal.
- f) Recovery of the HAZMAT upon return from deployment will be handled on a case by case basis.

c. SUPPLY PROCEDURES AND REQUIREMENTS:

- 1) The following supply procedures will be utilized to replenish materials for units and activities that have been formally inducted into the PPOC/HMCC operation.
 - a) Commanders/directors should ensure that all HAZMAT materials utilized in support of maintenance functions are obtained through the PPOC/HMCC Department of Defense Activity Address Code (DODAAC).

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- b) PPOC/HMCC requisitions may require a memorandum signed by the commander/director and forwarded to the PPOC/HMCC supervisor.
- c) Excess HAZMAT managed by the PPOC/HMCC will be provided to the unit free of charge to minimize costs.
- d) The PPOC/HMCC will utilize the Standard Army Retail Supply System (SARRS) located within the Installation Supply and Service Division (ISSD) for procurement of installation HAZMAT(s).
- e) A monthly transaction report is provided by the PPOC/HMCC to the Public Works Business Center (PWBC) Budget Officer who in turn forwards a report to the Division Resource Management office (DRM).
- f) The cost of materials is then charge against the unit/activity APC (Account Processing Code).

2) Credit Card Purchases

- a) Unit/activities will not use their credit cards to purchase HAZMAT.
- b) All local purchases of HAZMAT will be coordinated through the PPOC/HMCC.
- c) PPOC/HMCC credit card purchases may require a memorandum signed by the commander/director and forwarded to the PPOC/HMCC supervisor.
- d) The PWBC Environmental Division credit card will be utilized for these purchases and the cost will be assigned to the unit/activity APC.

7. QUALITY CONTROL PROCEDURES:

The PPOC/HMCC will implement a quality control process whereby a continual evaluation of management techniques, supply procedures, hazardous materials handling methods and cost avoidance measures are reviewed. Among the sources that will be used are HAZMAT Alerts, commander updates, unit/activity feedback and instruction at the Environmental Quality Officer Course (EQOC). The PPOC/HMCC will also provide updates to the EQO BI-monthly meeting and encourage supported units/activities to utilize the Quality Improvement Suggestion Form (Refer to Appendix E).

8. ADDITIONAL GUIDANCE:

For additional guidance and information, contact the Hazardous Material Program Manager at 798-9769 or the Pollution Prevention Operations Center Manager at 798-9780.

- a) For future reference place this document behind Tab 21 in your Fort Campbell Environmental Handbook.